

ISSUANCE TRANSMITTAL
SHEET

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National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1830.1, Ch. 5 Date: May 5, 1989

Material Transmitted:

1. Management Instruction, MMI 1830.1, Ch. 5, Subject: "MSFC Physical Exercise Program."
2. Make the following pen and ink changes:
 - a. Page 2, Paragraph 6. a. (2), first line: Change "At the end...to" to "Maintain a copy of the access listing for review of..."
 - b. Page 4, Paragraph 6. c. (7), first line: Add "in the aerobics class" between "participants" and "to include."

(orig s/by)

C. D. Bean
Director
Administrative Operations Office

Distribution:
SDL 5

Filing Instructions:

Make pen and ink changes and file this Transmittal Sheet in front of
MMI 1830.1, Ch. 4.

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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1830.1, Ch. 4 Date: July 14, 1987

Material Transmitted:

1. Management Instruction, MMI 1830.1, Ch. 4, subject: "MSFC Physical Exercise Program."
2. Make the following pen and ink changes:
 - a. Paragraph 4. Definition, line 4, change "east" to "west" and delete end of paragraph statement: "and dry sauna (west end of Building 4494) which will be shared with the MARS Health Club."
 - b. Delete, "MARS Health Club members (except those participating in the MSFC Physical Exercise Program) may use the physical exercise facility when it is not in use by the MSFC Physical Exercise Program." in paragraph 5.c.

(Original signed by)

C. D. Bean
Director
Administrative Operations Office

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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1830.1, Ch. 3 Date: Jan. 30, 1986

Material Transmitted:

1. Management Instruction, MMI 1830.1, Change 3, subject: "MSFC Physical Exercise Program."
2. Make the following pen and ink change:

Delete "(Note: MSFC will provide towels and soap)" in Paragraph 6.e.(4).

(Original Signed By)

C. D. Bean
Director
Administrative Operations Office

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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1830.1, Ch. 2 Date: Sept. 18, 1985

Material Transmitted:

1. Management Instruction, MMI 1830.1, Change 2, subject: "MSFC Physical Exercise Program."
2. This Instruction has been changed to reflect organizational changes.
3. Make the following pen and ink changes:
 - a. Change "AS01" to "CN01" in:
 - (1) Originating Organization block.
 - (2) Paragraph 6.a.
 - b. Change "AS01M" to "CN01M" in:
 - (1) Paragraph 6.b.
 - (2) Paragraph 6.c.

(Original Signed By)

J. A. Bethay
Acting Director
Administrative Operations Office

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National Aeronautics and
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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1830.1, Ch. 1 Date: Dec. 31, 1981

Material Transmitted:

1. Management Instruction, MMI 1830.1, Change 1, subject: MSFC Physical Exercise Program.
2. Make the following pen and ink addition under Scope.

Instructions will be issued at the Michoud Assembly Facility which reflect the policy of NMI 1800.1, NASA Occupational Medicine Program.

3. Make pen and ink changes to reflect organizational name change of the Management Services Office to Management Operations Office in paragraphs 6.a., 6.b.(7), 6.c.(2) and 6.c.(7).

(Original Signed By T. J. Lee)

W. R. Lucas
Director

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N A S A
National Aeronautics and
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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1830.1

Date: Jan. 5, 1981

Material Transmitted:

Management Instruction, MMI 1830.1, Subject: MSFC Physical Exercise Program

Distribution:
MDDL 3

Filing Instructions:

File in a standard 3-ring binder in numerical sequence without regard to the alphabetic prefix which identifies the type of issuance.

MANAGEMENT
INSTRUCTION

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Originating Organization: CN01 Effective Date: January 5, 1981 MMI: 1830.1

Subject: MSFC PHYSICAL EXERCISE PROGRAM

1. PURPOSE

To set forth policy and delineate responsibilities and procedures for the conduct of the MSFC Physical Exercise Program.

2. SCOPE

This Instruction is applicable to all NASA employees whose duty station is Huntsville, Alabama. Instruction will be issued at the Michoud Assembly Facility which reflect the policy of NMI 1800.1, NASA Occupational Medicine Program.

3. AUTHORITY

NMI 1800.1, NASA Occupational Medicine Program (only applicable parts of most recent edition apply).

4. DEFINITION

The physical exercise program is conducted under and in conjunction with the Occupational Medicine Program for activities not inconsistent with the medical condition of participating MSFC employees. The program provides for an appropriately staffed physical exercise facility (west end of Building 4494) with exercise stations and separate dressing rooms for men and women; an unattended jogging program; and separate showers for men and women.

5. POLICY

- a. Participation in the MSFC Physical Exercise Program will be voluntary. Priority will be accorded to personnel with health or medical problems for which an exercise program has been prescribed by personal private physicians and/or the Director of the MSFC Medical Center. In case of a

participation problem based on priority, the affected employee and his/her union representative, if applicable, may present an exception to the participation decision of the Director of the MSFC Medical Center to the MSFC Director of Personnel.

- b. A medical clearance from the employee's personal private physician practicing in the local area (within daily commuting distance of MSFC) or the Director of the MSFC Medical Center will be required for participation in the MSFC Physical Exercise Program. The medical clearance from a personal private physician will be reviewed by the Director of the MSFC Medical Center. An additional examination, as appropriate, may be conducted by the Director of the MSFC Medical Center. Individuals desiring to participate in the program who are not under the care of a private physician practicing in the local area may be given an examination by the Director of the MSFC Medical Center and may be cleared to participate in the program provided no disqualifying physical or health problem is found. Clearance to participate in the program will be the decision of the Director of the MSFC Medical Center.
- c. Participants in the program may use the physical exercise facility only when the attendant is present.
- d. Official time shall not be granted for an employee to participate in the MSFC Physical Exercise Program. To the extent that participation in the program occurs during the employee's duty hours, annual leave, sick leave, earned compensatory time, or leave without pay, if the employee has exhausted his/her annual leave and earned compensatory time, must be taken.

NOTE: Sick leave may be taken only when, and to the extent that, the employee's treating physician has certified that his/her activity thereunder constitutes medical treatment (rehabilitation), and the treating physician has approved the program established for the individual in coordination with the physical education attendant and the Medical Center.

- e. An employee participating in the MSFC Physical Exercise Program must also participate in the MSFC health maintenance examination program so that progress may be effectively monitored by the Director of the MSFC Medical Center.

6. RESPONSIBILITIES AND PROCEDURES

a. Director, Management Operations Office (CN01) will:

- (1) Establish and monitor the MSFC Physical Exercise Program.
- (2) Maintain a copy of the access listing for review of the Director, Financial Management Office, for use in ensuring that applicable time and attendance policies, procedures, and regulations are met.

b. Director, MSFC Medical Center (CN01M) will:

- (1) Provide a trained physical education attendant(s) and medical surveillance as described herein and as prescribed in the MSFC Medical Services contract.
- (2) Upon receipt of an MSFC Form 3800 (Request for Participation in the MSFC Physical Exercise Program), send an MSFC Form Letter 70 to the applicant's personal private physician practicing in the local area to obtain medical clearance on the MSFC Form 3800 (Request for Participation in the MSFC Physical Exercise Program). For those applicants who are not under the care of a private physician practicing in the local area, or for whom the program has been recommended by the Director of the MSFC Medical Center, review the medical records on file in the MSFC Medical Center and, if necessary, perform an examination of each applicant to determine if he/she may be cleared to participate in the program.
- (3) Upon receipt of the private physician's clearance, review it and the applicant's medical records on file in the MSFC Medical Center. If required, conduct an additional examination. Complete Part III of the MSFC Form 3800 (Request for Participation in the MSFC Physical Exercise Program). If approved, forward to the Attendant(s). If disapproved, return to the applicant, explaining the reason(s) for disapproval.
- (4) Supervise the Attendant(s) and provide advice and counsel to him/her regarding the operation of the program.
- (5) Review participant's exercise progress records on the occasion of his/her health maintenance examination or more frequently if circumstances dictate. Determine if modification to the participant's exercise program is

required (this determination will include consultation with the private physician, if required). Notify the participant and the Attendant in writing, explaining the modification.

(6) Upon notification from the Attendant that the number of participants exceeds the number which can be accommodated due to schedule, equipment, space, and monitoring considerations, determine which participants will be accorded priority because of health or medical problems for which exercise programs have been prescribed.

(7) Recommend program changes and equipment replacements to the Director of Management Operations Office.

c. Attendant, MSFC Medical Center (CN01M) will:

(1) Upon receipt of an MSFC Form 3800 (Request for Participation in the MSFC Physical Exercise Program) from the Director of the MSFC Medical Center, inform the applicant of the approval, program schedule, and other program information and establish a file on the applicant's participation.

(2) Before permitting a participant to exercise, ensure that all of the necessary documentation has been approved. Report problem cases to the Director of the MSFC Medical Center for resolution coordination with the Director of Management Operations Office.

(3) Consult with participants regarding their exercise routines, proper use of the exercise equipment, proper clothing, and other related matters.

(4) Supervise the exercise routines of participants and review progress records.

(5) Report difficulties encountered by a participant to the Director of the MSFC Medical Center.

(6) If the number of participants exceeds the number which cannot be accommodated due to schedule, equipment, space, and monitoring considerations, notify the Director of the MSFC Medical Center.

(7) Maintain a sign-in/sign-out log for participants in the aerobics class to include date, time-in, time-out, name, payroll number, and organizational code. At the end of each month, forward a copy to the Director, Management Operations Office through the Director of the MSFC Medical Center.

- (8) Request maintenance and repair service for the facility and equipment from appropriate sources.
 - (9) Control and issue the necessary supplies and lockers to participants.
 - (10) Recommend program changes and equipment replacements to the Director of the MSFC Medical Center.
- d. Supervisors will:
- (1) Upon receipt of a Standard Form 71 requesting participation in the MSFC Physical Exercise Program during duty hours, review it, approve or disapprove and return it to the employee.
 - (2) For those employees who have been approved to participate in the program during duty hours, ensure that annual leave, sick leave, earned compensatory time, or leave without pay is used.
- e. Employees will:
- (1) Upon deciding to apply for participation in the program, complete Part I of MSFC Form 3800 (Request for Participation in the MSFC Physical Exercise Program) and submit the form to the Director of the MSFC Medical Center.
 - (2) After being notified of approval to participate in the program and upon deciding to apply for participation in the program during duty hours, complete Standard Form 71 (Application for Leave) indicating in Block 6 "participation in MSFC Physical Exercise Program" and submit the form to his/her immediate supervisor. If approved, submit a copy of the form to the Attendant when reporting to exercise. Supervisory disapproval is subject to the employee's appropriate grievance procedure. (Note: supervisory approval is not required for participation during non-duty hours).
 - (3) Comply with the rules and operating procedures established for the program and facility.
 - (4) Furnish his/her own exercise clothing, shoes, and other personal needs. Provide for laundering and upkeep of his/her clothing.

- (5) Participate in the MSFC health maintenance examination program so that progress in the MSFC Physical Exercise Program may be effectively monitored by the Director of the MSFC Medical Center.
- (6) During each exercise session, record the required data on an MSFC Form 3800-1 (MSFC Physical Exercise Program Record), after each exercise station. At the end of the exercise session, submit the card to the Attendant.

(Original Signed By)

W. R. Lucas
Director

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